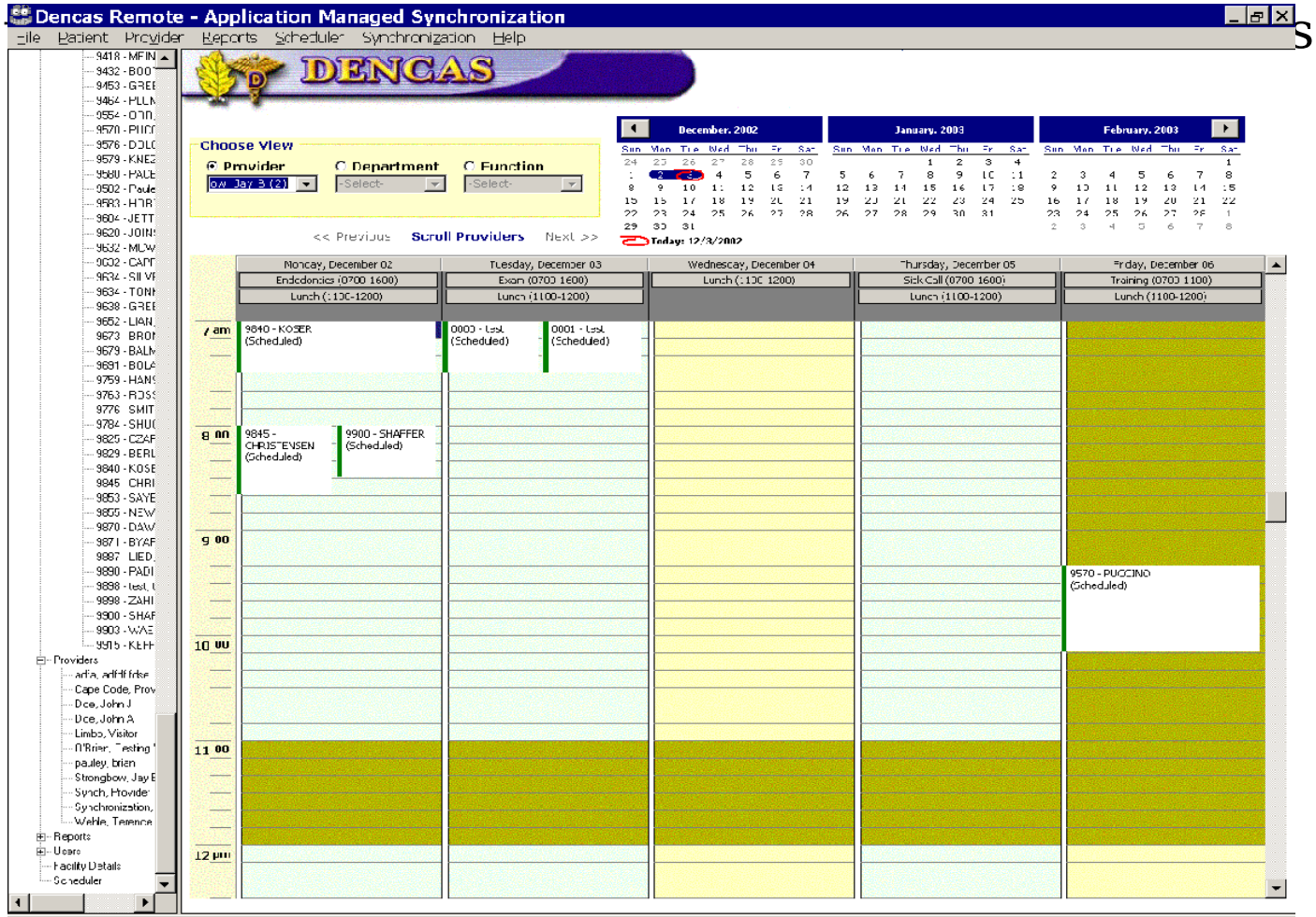
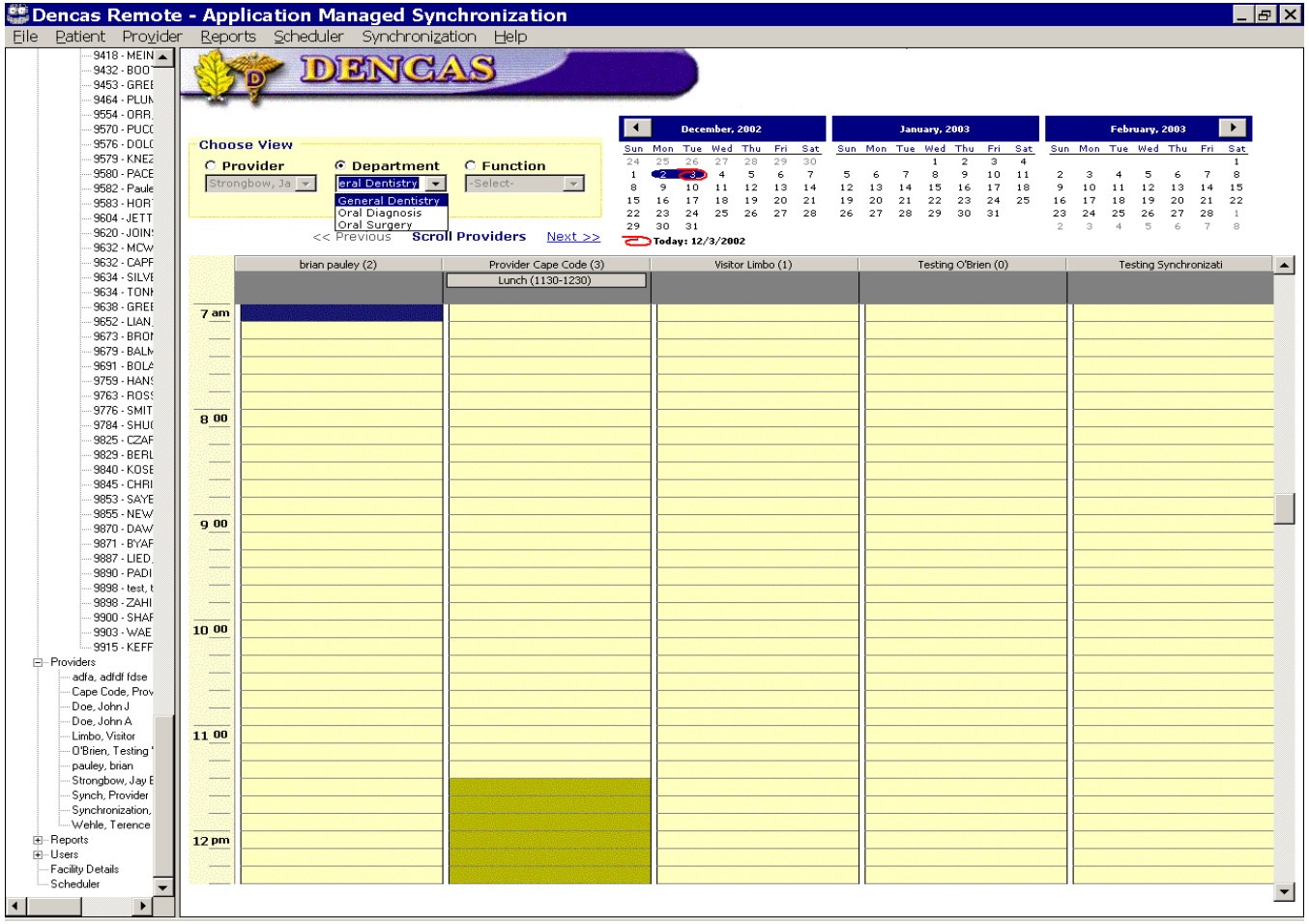
Part II
DENCAS Scheduler Primer

This is a view of a provider's weekly schedule. Appointments adjust to fit the columns similar to Outlook. Each provider may be scheduled for the number of chairs assigned in DENCAS Web. Click on the calendar to view the desired time period. Color coding allows a user to quickly determine if the time shown is reserved for specific types of appointments or is unavailable. Appointments can be scheduled in

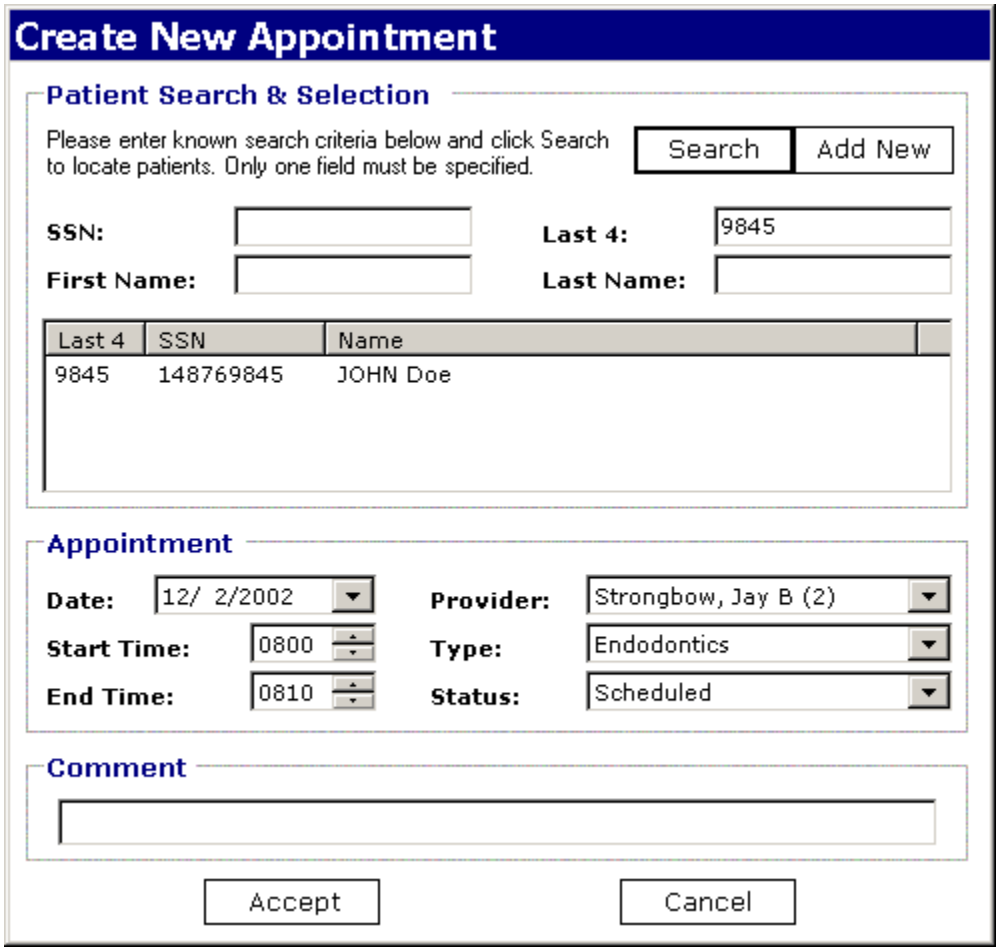


s are color coded.

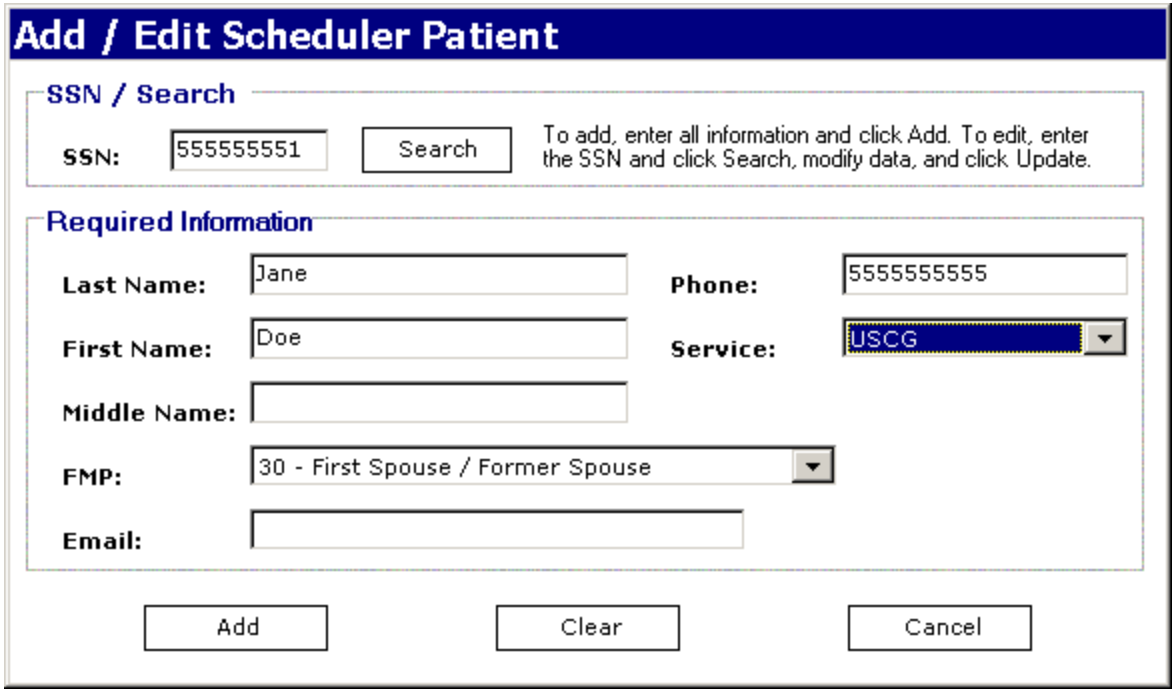
The scheduler view also allows you to view the daily schedule by department or provider function.



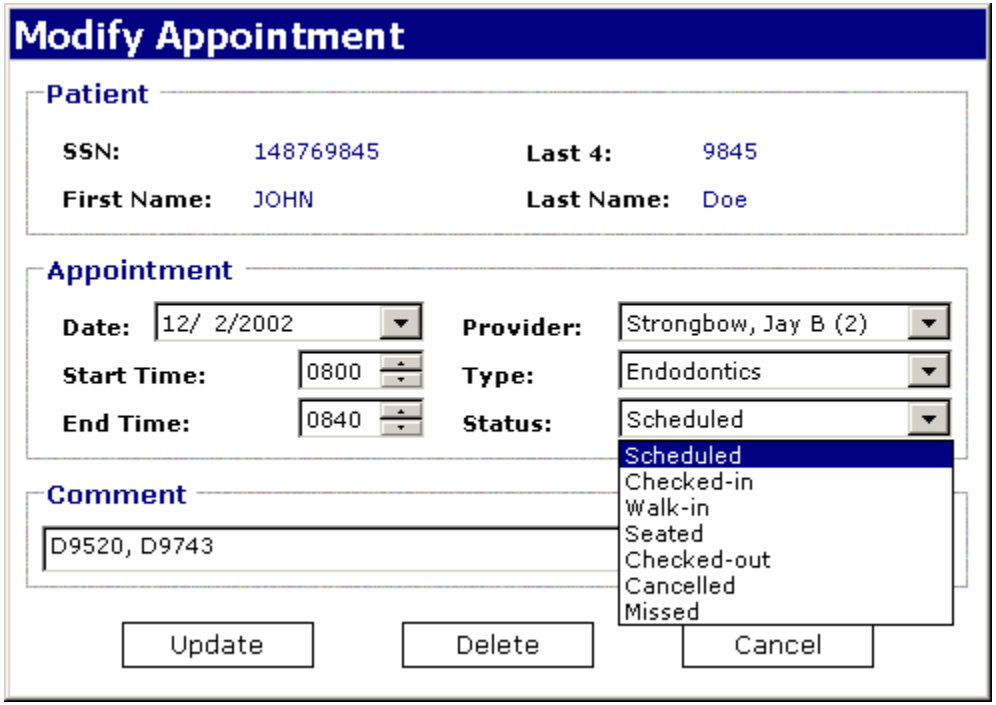
When scheduling patients, you can search the DENCAS Remote database for them by entering SSN, last 4 of SSN, first name and/or last name. You can also ‘Add New’ if the patient is not in your database (spouse, Army, etc).



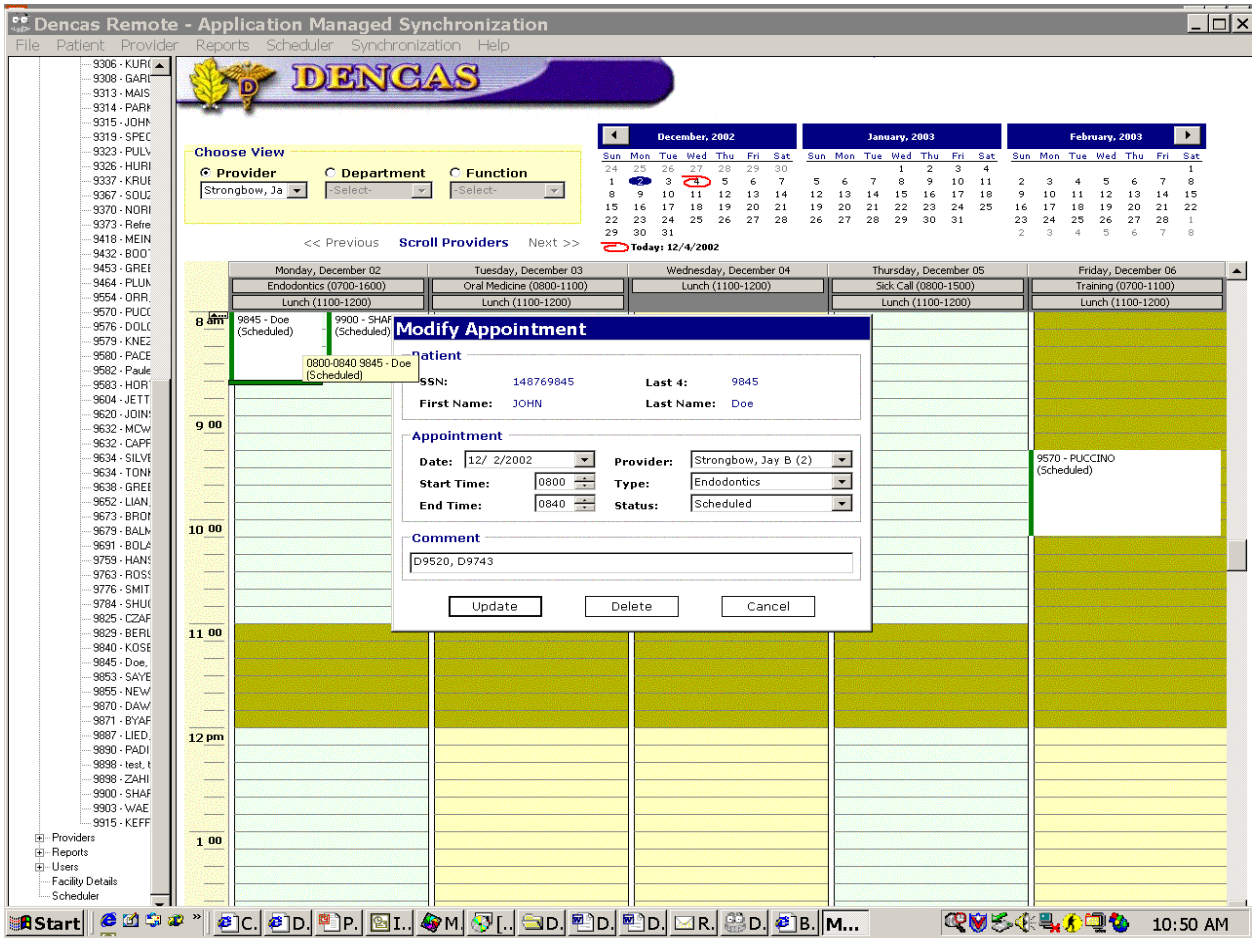
This is an example of how you can add a patient to the scheduler. This does not add the patient to the DENCAS Remote database. You may want to chose adding the patient through the patient module. Non-FMP 20 patients that are in the database are not used to calculate readiness and treatment needs data for the clinic.



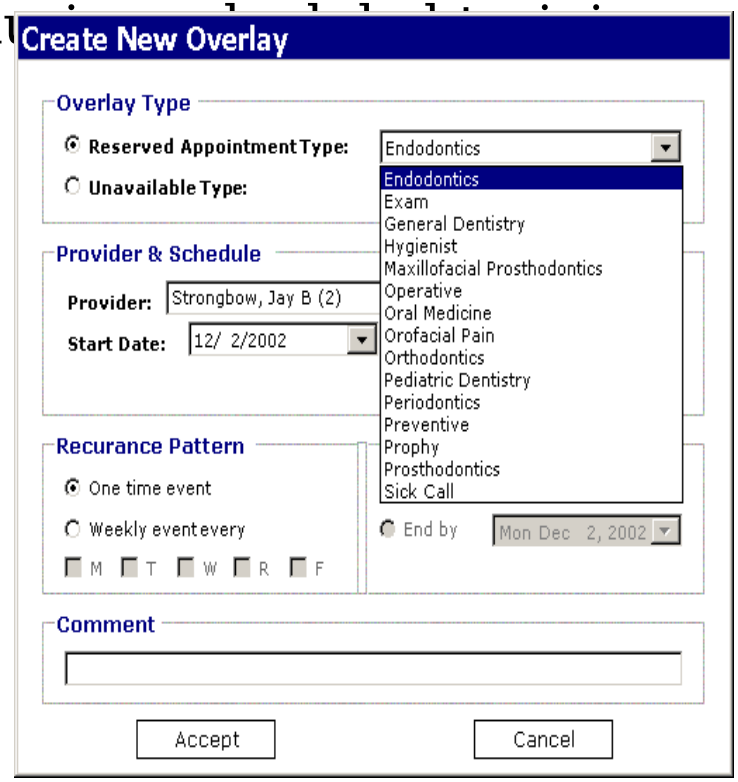
You can modify appointments and change appointment status. Cancelled and missed appointments are removed from the screen. Missed appointments, however, are tracked to allow reporting on missed appointments.

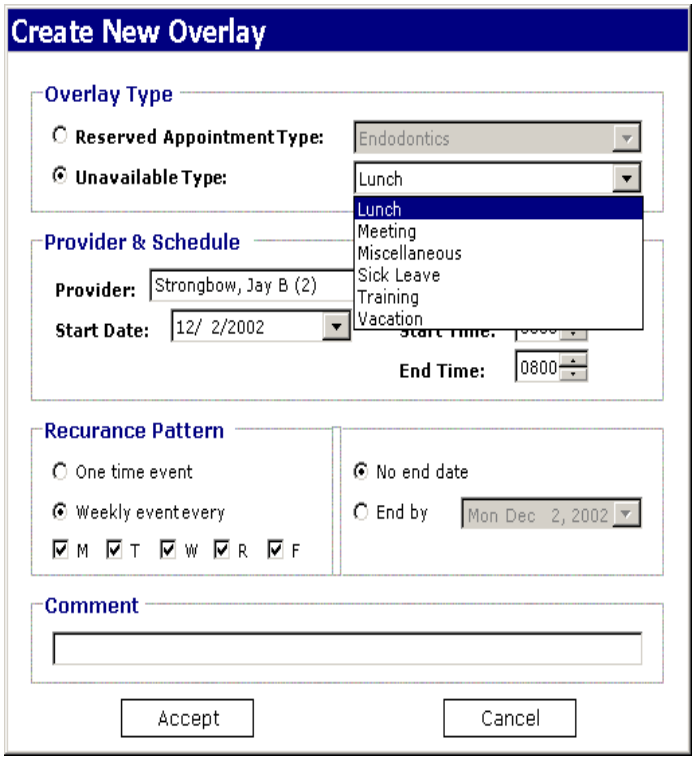


By double clicking on an appointment, you can modify it or view the details, such as comments that may list procedures requiring special preparation.

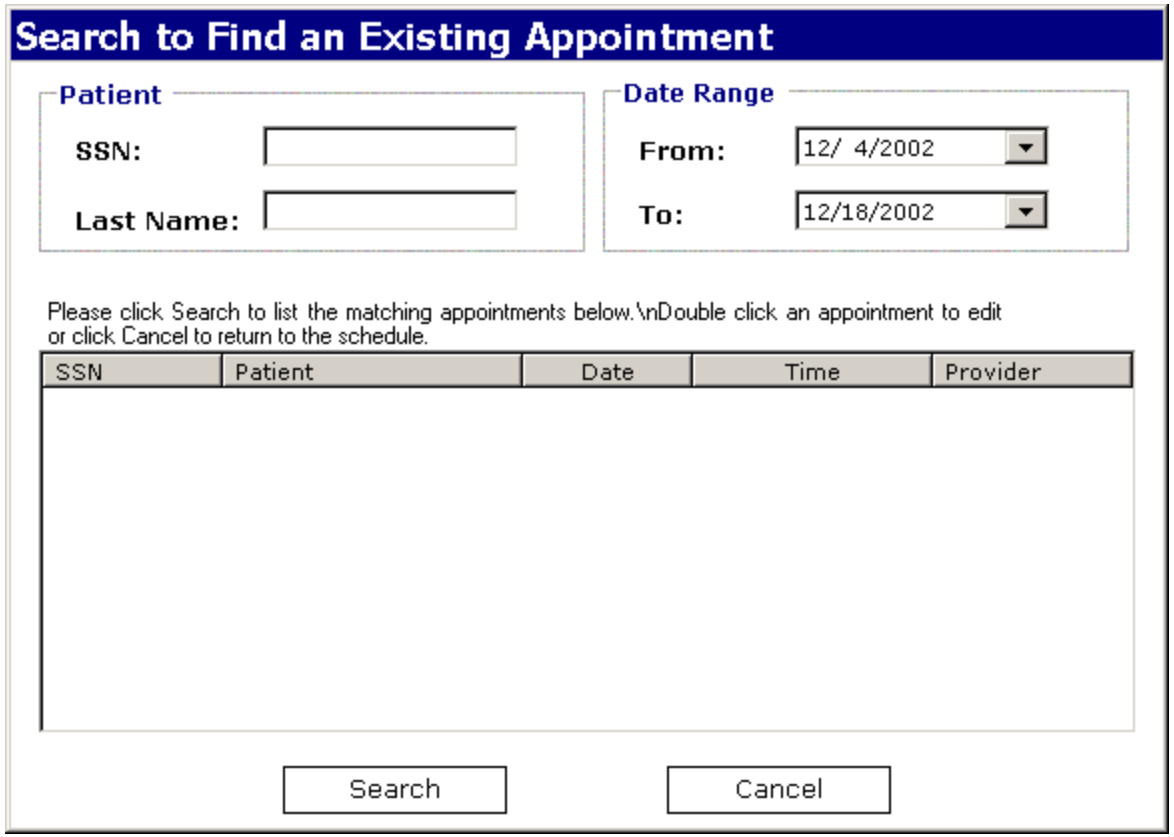


Overlays are easy to use tools to schedule events like lunch, exam and etc. For example, Reserved Appointment Types allow you to schedule schedule exams every Wednesday for a provider. Unavailable Type overlays allow you to schedule train, leave, lunch and etc. Appointments can still be entered in time marked as unavailable, allowing flexibility in situations such as emergency treatment

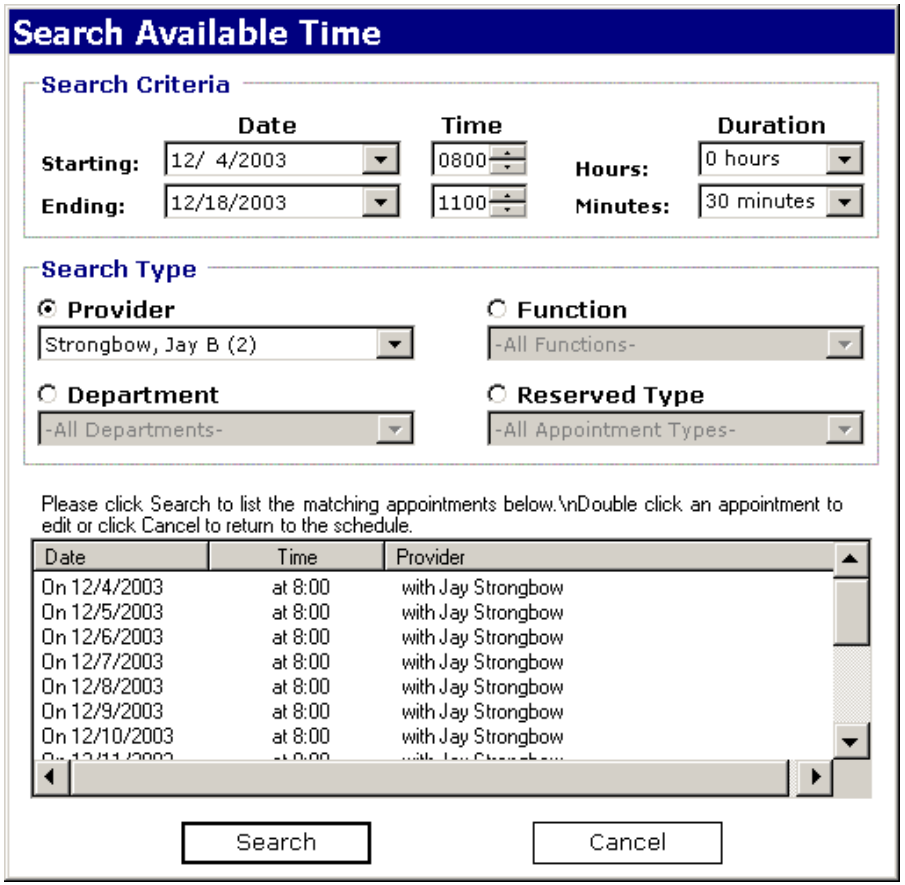




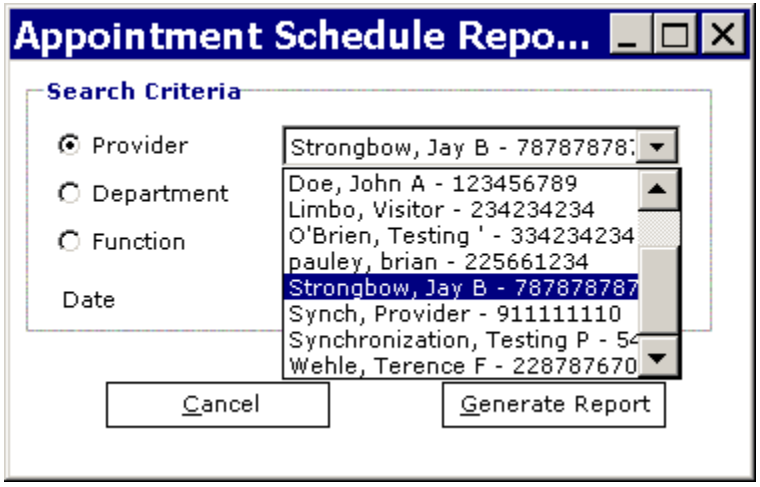
If a patient calls up and asks when they are scheduled for an appointment, you can search to find and existing appointment.



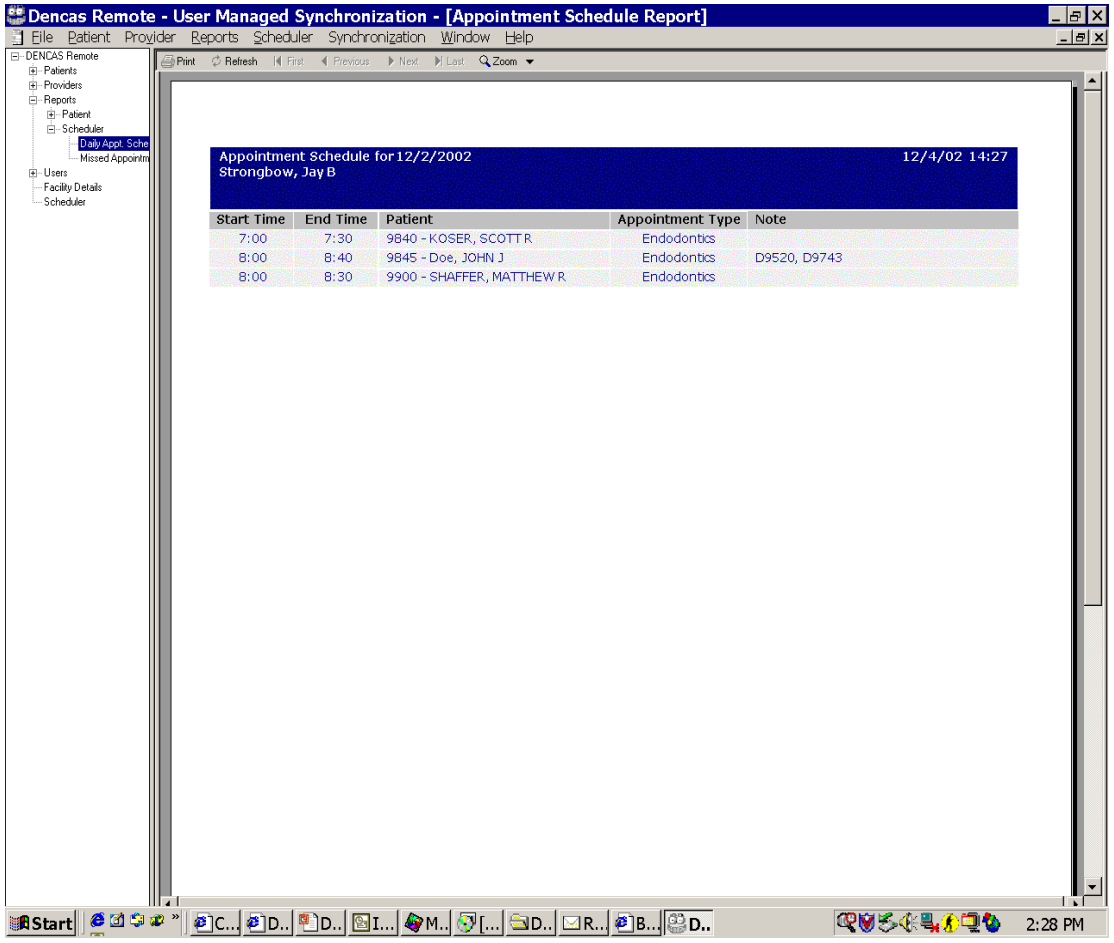
A lot of options and flexibility have been provided to easily let you search for available time for an appointment.



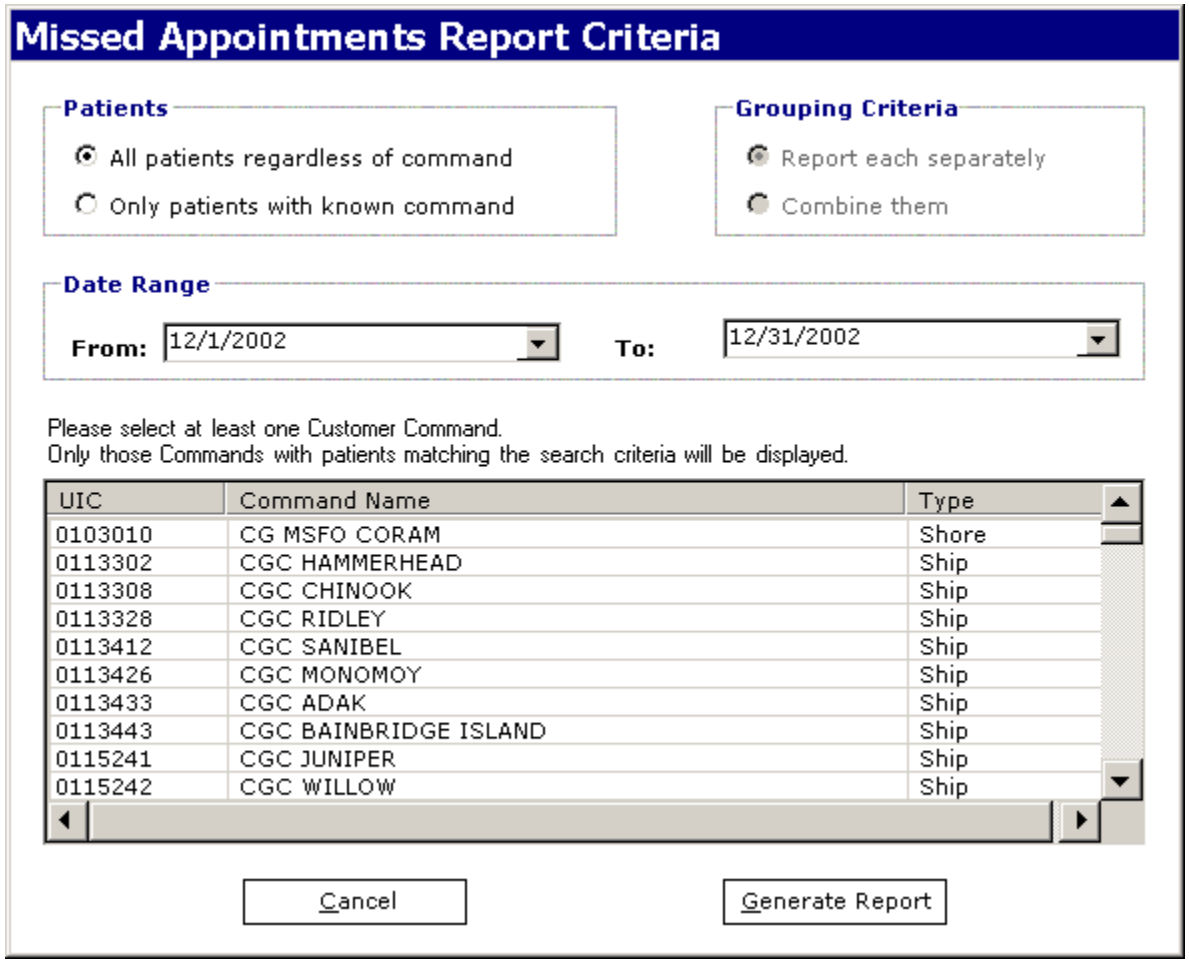
The scheduler allows reporting on the daily schedule for individual providers, departments and functions.



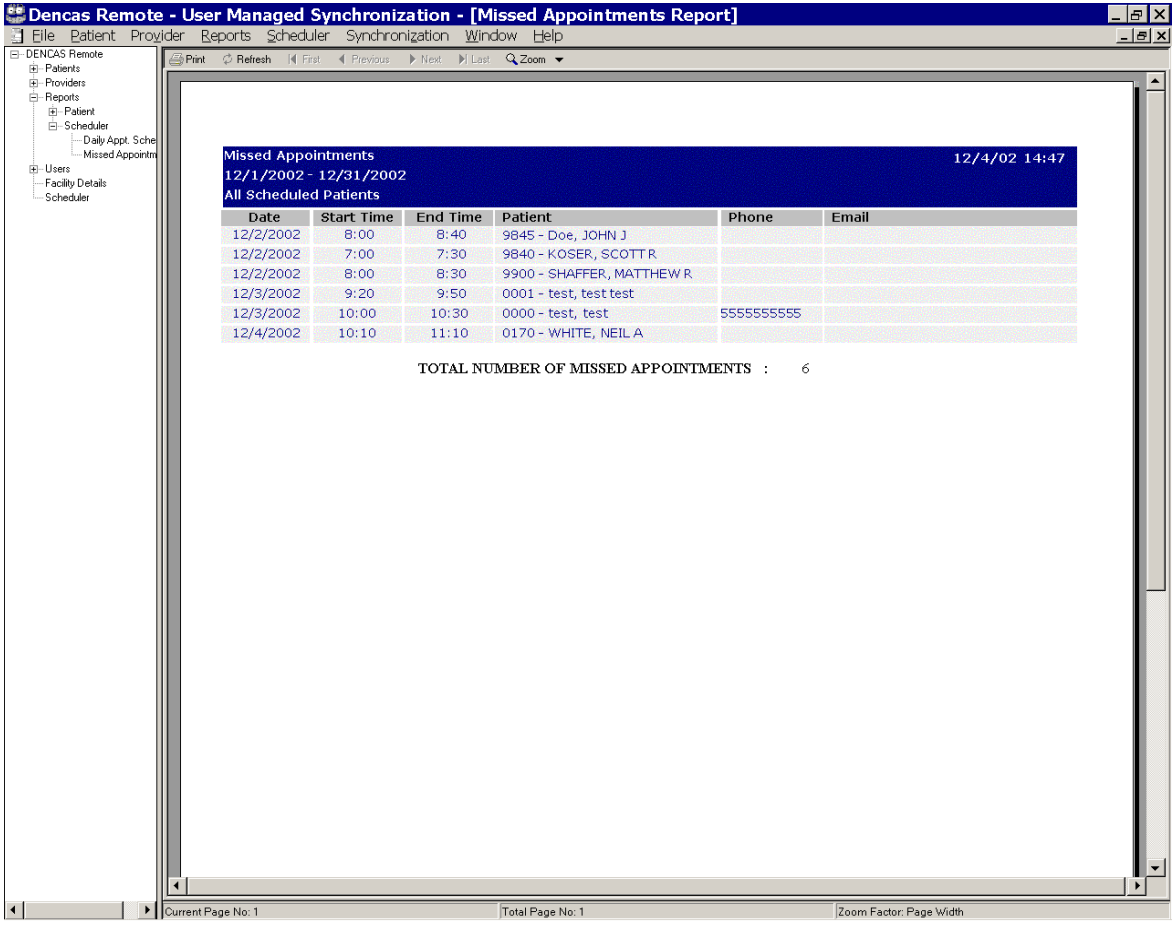
Below is an example of a Daily Appointment Schedule printed out for a provider.


Dencas Remote - User Managed Synchronization - [Appointment Schedule Report]
File Patient Provider Reports Scheduler Synchronization Window Help
DENCAS Remote
Patients
Providers
Reports
Patient
Scheduler
Daily Appt. Sche
Missed Appointm
Users
Facility Details
Scheduler
Print Refresh First Previous Next Last Zoom
Appointment Schedule for 12/2/2002
Strongbow, Jay B
12/4/02 14:27
Start Time | End Time | Patient | Appointment Type | Note
7:00 | 7:30 | 9840 - KOSER, SCOTT R | Endodontics |
8:00 | 8:40 | 9845 - Doe, JOHN J | Endodontics | D9520, D9743
8:00 | 8:30 | 9900 - SHAFFER, MATTHEW R | Endodontics |
Start
2:28 PM

You can report on missed appointments over a selected time period. You can also search based on a particular customer command, without regard to customer command and choose whether to display the report based on customer command or on all missed appointments.



The following is an example of a Missed Appointments Report. To sort by UIC the user would have chosen the UIC option and selected the UICs by using the mouse and either the Control key or Shift key.


Dencas Remote - User Managed Synchronization - [Missed Appointments Report]
File Patient Provider Reports Scheduler Synchronization Window Help
DENCAS Remote
Patients
Providers
Reports
Patient
Scheduler
Daily Appt. Sche
Missed Appointm
Users
Facility Details
Scheduler
Print Refresh First Previous Next Last Zoom
Missed Appointments
12/1/2002 - 12/31/2002
All Scheduled Patients
12/4/02 14:47
Date Start Time End Time Patient Phone Email
12/2/2002 8:00 8:40 9845 - Doe, JOHN J
12/2/2002 7:00 7:30 9840 - KOSER, SCOTT R
12/2/2002 8:00 8:30 9900 - SHAFFER, MATTHEW R
12/3/2002 9:20 9:50 0001 - test, test test
12/3/2002 10:00 10:30 0000 - test, test 5555555555
12/4/2002 10:10 11:10 0170 - WHITE, NEIL A
TOTAL NUMBER OF MISSED APPOINTMENTS : 6
Current Page No: 1
Total Page No: 1
Zoom Factor: Page Width

Summary

- You can view schedules weekly by provider and da
department or function.
- You can access menu items either from the menu
right clicking on the screen.
- Provider availability is determined by number of c
and should be set in DENCAS Web to the proper val
DENCAS Remote defaults to 1 chair for providers.
- Patients who are not in your database can be ente
scheduler, but they will appear for the scheduler on
add them as patients, do an ‘Add Patient’.
- One of the first things to do with the scheduler, af
ing number of chairs, is to set up overlays to assist
uling.